

CLASS TITLE:

**SUPERVISING HISTORIC
PRESERVATION SPECIALIST**

Class Code: 02703800

Pay Grade: 31A

EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: Under the direction, to plan, organize, supervise and review various historic preservation planning functions as well as coordinate the work of professionals and technical staff assigned; and to do related work as required.

SUPERVISION RECEIVED: Works under the general direction of a superior with considerable latitude in the exercise of initiative and independent judgement in the application of methods, practices and techniques of historic preservation planning; work is subject to review, usually upon completion, for results obtained, professional and technical adequacy, and adherence to policies, objectives and goals.

SUPERVISION EXERCISED: Plans, organizes, coordinates, supervises and reviews the work of historic preservation planning professional and technical staff assigned.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

Under direction to plan, organize, supervise and review the historic preservation planning functions as well as coordinate the work of professional and technical staff engaged in such functions as: National Register of Historic Places; environmental review; grants; technical historic preservation services; historic sites survey; archeology; public information; and curation of state owned historic properties.

As required to serve as Deputy Director to the RI Historic Preservation Commission.

As required, to serve at the lead Historic Preservation Specialist for the RI Department of Transportation.

To provide technical guidance, supervision and direction to subordinate professional and technical staff members engaged in special historic preservation planning projects.

To perform highly complex professional historic preservation planning functions.

To supervise studies and the preparation of reports containing original research, findings and recommendations on a variety of historic preservation planning activities.

To review historic preservation planning practices and procedures and to recommend to superior changes which will serve to increase the efficiency, productivity and effectiveness of planning units and/or expedite planning studies or final plans.

To maintain a continuous evaluation of current planning projects to determine their effectiveness and to report findings and make recommendations thereon to superior.

To be available for consultative purposes to all state agencies, boards and commissions, and to community planning organizations and personnel.

To confer with federal, state, community or state agencies, boards and commissions, and to community planning organizations and personnel.

To confer with federal, state, community or state agency officials on matters pertaining to historic preservation planning activities.

To coordinate state historic preservation planning activities.

To coordinate state historic preservation planning programs with federal, state agency or community programs.

As directed, to attend meetings, hearings and conferences.

To do related word as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles and practices of historic preservation planning and the ability to apply such knowledge in assisting a superior in planning, organizing, coordinating, supervising and reviewing the functions and related programs administered by the Rhode Island Historic Preservation Commission; a thorough knowledge of the methods and procedures required to carry out the relevant programs of historic preservation planning such as: National Register of Historic Places; environmental review; grants; technical preservation services; historic sites survey; archeology; public information; and curation of state-owned historic properties; the ability to view historic preservation planning practices and procedures and to recommend necessary changes; the ability to perform highly complex professional historic preservation planning functions; the ability to provide technical guidance and direction to subordinate personnel including professionals in the fields of archeology, architectural history, history, and architecture; the ability to maintain continuous evaluation of planning projects to determine their effectiveness; the ability to establish and maintain effective working relationships with federal, state and/or community planning personnel and officials and to provide consultative services as needed; the ability to prepare clear, accurate and informative reports and to edit reports prepared by others; the ability to make oral presentations; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: possession of a graduate degree in the field of specialization (or a closely related field); and

Experience: Such as may have been gained through: employment as a Principal Historic Preservation Specialist; or, considerable employment in a responsible and technical staff in a public or private agency or organization engaged in professional historic preservation planning functions.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: July 4, 1999

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